



EFFECTIVE DATE: August 12, 2013

DATE ISSUED: August 12, 2013

LATEST REVISION: N/A

SUBJECT: System of Administrative Orders

I. PURPOSE

The purpose of this Administrative Order is to establish uniform systems for the development, approval, and issuance of operational policies and procedures in the form of Administrative Orders and Policy Issuances within the Department of Children and Families (DCF).

II. SCOPE

This Order has Department-wide applicability.

III. DEFINITIONS

The following term(s), when used in this Order, have the meanings indicated:

Administrative Order means a standard format document, signed by the Commissioner, which sets forth significant policies, responsibilities, and/or procedures governing the operations of the Department of Children and Families.

Department means the Department of Children and Families, inclusive of all organizational elements and divisions therein.

Division Director means the director of any division within the Department of Children and Families.

Subordinate Commissioner means any Deputy or Assistant Commissioner, the Chief of Staff, or any manager directly subordinate to the Commissioner.

Organizational element means a distinct organizational section within the Department of Children and Families other than a division, overseen by a Division Director or Subordinate Commissioner.

IV. **POLICY**

- A. The Commissioner is the Chief Executive of the Department and Administrative Orders shall be promulgated under his or her authority.
- B. Each Division Director and Subordinate Commissioner shall ensure that:
 - 1. Administrative Orders are distributed throughout their divisions or organizational elements;
 - 2. Necessary procedures and policies are adopted to implement or comply with Administrative Orders; and
 - 3. All affected personnel adhere to the Administrative Orders.
- C. An Administrative Order shall be generated when the issuance of standard policies, responsibilities, or procedures relating to a particular subject is of such impact or scope as to warrant promulgation directly by the Commissioner.
- D. The Commissioner retains authority to promulgate policy applicable to the Department as a whole or to any division or organizational element therein by any means of his or her choosing, in lieu of or as supplement to an Administrative Order. This authority may be delegated in whole or in part at the Commissioner's discretion.
- E. Administrative Orders are subject to cancellation upon written communication of such to the Division Directors and Subordinate Commissioners.
- F. Primary responsibility for the system of Administrative Orders is delegated to the Policy and Regulatory Development Unit (PRDU) within the Office of the Assistant Commissioner for Legal, Regulatory and Legislative Affairs. PRDU's responsibilities in this regard shall include:
 - 1. Establishing and maintaining uniform standards for the form, structure, and content of Administrative Orders.
 - 2. Reviewing all draft Administrative Orders for clarity, consistency, and format with Departmental Policy and compliance with the law.

3. Drafting of Administrative Orders as necessary.
4. Unless an exception has been directed by the Commissioner, circulating draft Administrative Orders to the following individuals for review and comment:
 - a. The Chief of Staff
 - b. Deputy Commissioners
 - c. Assistant Commissioners
 - d. Division Directors
 - e. Others as warranted by the subject of the order.
5. Preparing Administrative Orders for the Commissioner's approval, including incorporation of comments received during executive review.
6. Assigning order designators and effective dates to approved Administrative Orders and Policy Issuances.
7. Maintaining and making publicly accessible an official codification of all currently valid Administrative Orders.

V. PROCEDURES

- A. Administrative Orders distributed by PRDU for internal comment and approval shall be reviewed and returned within 15 business days. Administrative Orders may be subject to shorter approval deadlines at the direction of the Commissioner or the Assistant Commissioner of Legal, Regulatory and Legislative Affairs.
- B. All Administrative Orders shall be maintained on the DCF Intranet site and made accessible to all DCF personnel. Administrative Orders may also be made available to the public via the internet.

A handwritten signature in black ink that reads "Allison Blake". The signature is fluid and cursive, with the first name "Allison" and the last name "Blake" clearly distinguishable.

Allison Blake, PH.D., L.S.W.
Commissioner